



**ACCOUNTING OFFICER (SPECIALIST)**  
**ACCOUNTING OFFICER (SUPERVISOR)**  
**Final Filing Date: April 1, 2011**

**OPEN**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit Examination Application (Std. Form 678), Qualifications Assessment and **ALL EDUCATIONAL DOCUMENTATION:**

<p><b><u>By mail with:</u></b> Department of Corrections and Rehabilitation Office of Workforce Planning and Selection P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545</p>	<p>or</p>	<p><b><u>In person with:</u></b> Department of Corrections and Rehabilitation Office of Workforce Planning and Selection 1515 "S" Street, Room 522-N Sacramento, CA 95811-7243 (916) 322-2545</p>
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If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

Qualifications Assessments for Accounting Officer (Specialist) and Accounting Officer (Supervisor) are available on the CDCR Intranet at <http://intranet/ADM/DSS/hr/ops/Pages/OpenExams.aspx> or from the CDCR website at [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Open/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html) or in person at the address listed above.

**NOTE:** Only applications with an **original signature** will be accepted.

If you meet the entrance requirements for Accounting Officer (Specialist) and/or Accounting Officer (Supervisor), you may file for one or more examination(s) on a **SINGLE APPLICATION**. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**COLLEGE TRANSCRIPTS REQUIRED:** Applicants **MUST SUBMIT ALL EDUCATIONAL DOCUMENTATION** along with Application and Qualifications Assessment that shows the specific course work completed or in progress to satisfy the entrance requirements for the Accounting Officer (Specialist) and/or Accounting Officer (Supervisor) examination. Non-official transcripts are acceptable. Examination Application (STD. 678) must include class title, number of semester or quarter credits granted, name of institution, and completion date.

**APPLICATION DEADLINE/ REQUIREMENTS** April 1, 2011, is the final filing date. Examination Applications, Qualifications Assessments and all educational documentation postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** Applicants must complete and submit the Accounting Officer (Specialist)/Accounting Officer (Supervisor) Qualifications Assessment along with his/her Examination Application (Std. Form 678) and all educational documentation by April 1, 2011, the final filing date. Applicants who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

**SALARY RANGE(S)** As of: February 1, 2011  
  
**BOTH CLASSIFICATIONS**  
**\$3,841 - \$4,670**

**MINIMUM QUALIFICATIONS** **BOTH CLASSIFICATIONS:** Accounting Officer (Specialist) / Accounting Officer (Supervisor)

**Either I**

One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

**Or II**

**Experience:** One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. **and**

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

- Education:**
1. Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.) **or**
  2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. **or**
  3. Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**Or III**

**Experience:** Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**

**Education:** See "Education" under Pattern II above.  
(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

**Special Personal Characteristics:** Ability to qualify for a fidelity bond.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION  
PLAN

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list(s), applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:**

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**BOTH CLASSIFICATIONS**

**Knowledge of:**

1. Accounting principles and procedures
2. Governmental accounting and budgeting
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
4. Principles of business management, including office methods and procedures
5. Principles of public finance
6. Business law

**Ability to:**

1. Apply accounting principles and procedures
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action
4. Prepare clear, complete, and concise reports
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
6. Establish and maintain cooperative relations with those contacted in the work
7. Communicate effectively

**Accounting Officer (Supervisor) – Additional Knowledge of:**

7. Principles and techniques of personnel management and supervision
8. Planning, organizing, and directing the work of others
9. The department's Equal Employment Opportunity Objectives program
10. A supervisor's role in the department's Equal Employment Opportunity program and the processes available to meet equal employment objectives

**Accounting Officer (Supervisor) – Additional Ability to:**

8. Plan, organize, and direct the work of others
9. Effectively contribute to the department's equal employment objectives

**ELIGIBLE LIST(S) INFORMATION** The resulting eligible list(s) will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. For each classification listed above, a separate eligible list will be established.

**POSITION DESCRIPTION AND LOCATION(S)** An **Accounting Officer (Specialist)** is the first journey person level for the series. Incumbents, under general supervision from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; prepare, review and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to SCO; review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for Accountant Trainees, accounting clerical and semiprofessional personnel.

An **Accounting Officer (Supervisor)** is the first supervisory level in the series. Incumbents, under general supervision of a Senior Accounting Officer (Supervisor) or an Accounting Administrator, are responsible for coordination and supervision of a group of semiprofessional and/or clerical subordinates in the maintenance and reporting of accounting or fiscal activities, such as posting of journals and ledgers, cost accumulation reports, and claim schedules; may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public.

**BOTH CLASSIFICATIONS: Accounting Officer (Specialist) / Accounting Officer (Supervisor)**  
Positions exist at various locations throughout the state with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS POINTS/ CAREER CREDITS** Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitation's Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.jobs.ca.gov/OEC/jobs/stateapp.aspx](http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS